

Department: West Lafayette Parks and Recreation

Position Title: Ice Rink Guard

Reports To: Skating Center and Pool Manager

Status: Seasonal

Definition:

This position is primarily responsible for supervising the day to day operations and ensuring the safety of all patrons and staff around the ice rink.

Essential Functions and Duties:

1. Greets public and is courteous and respectful.
2. Answers phone and directs public during public skating sessions and private rentals and enforce rules and regulations of the facility.
3. Attends and actively participates in staff meetings and in-service training sessions.
4. Operation of ice rink related equipment including skate sharpener, Zamboni, and ice edger.
5. Maintains appropriate facility records, files, documentation as directed.
6. Provide First Aid assistance as needed.
7. Completion of daily housekeeping responsibilities.
8. Assist in preparation of ice prior to season and removal of ice at the end of the season.
9. Assist in daily ice maintenance.
10. Instruction of ice skating lessons using materials provided by the management.

The list of duties and responsibilities is not intended to be all-inclusive and may be expanded to include other duties or responsibilities that the management deems necessary from time to time.

Job Knowledge, Experience, and Skills Required:

Ability and knowledge of ice skating. Ability to work in a fast paced busy work environment. Ability to coordinate multiple projects and meet various deadlines is a must. Ability to communicate well in English in both forms – oral and written.

Independent Judgment:

Must make decisions related to public safety and immediate operation of the ice rink facility. Position must have general knowledge of policies and procedures. Position does receive additional support from management at all times as needed.

Working Conditions:

Work hours may include holidays, weekends, and evenings. Rink Guards work related activities might incorporate many facets of the ice rink and requires flexibility and good judgment. Service delivery in various physical environments and weather conditions.
